



Innovating Indiana thru the **Training Acceleration Grant (TAG)**

Overview

The Indiana General Assembly created the Incumbent Worker Training Fund (IWTF) in 2001 to:

- Enable firms to become competitive by making workers more productive through training
- Create a competitive economy by creating and retaining jobs
- Encourage increased training necessary due to an aging workforce
- Reduce future payment of unemployment compensation by providing workers with enhanced job skills
- Improve manufacturing productivity levels in Indiana

In 2005, the Indiana General Assembly revised the IWTF legislation, which paved the way for the development of the Training Acceleration Grant (TAG). The TAG program is administered through a partnership between the Indiana Department of Workforce Development (IDWD) and the Indiana Economic Development Corporation.

TAG provides financial assistance to companies and organizations committed to expanding the skills of their existing workforce through training that result in a transferable and industry-recognized credential.

There are three simple steps to the application process:

1. Review the guidelines and the evaluation check list.
2. Submit a pre-application to IDWD Business Consultants for review. In addition, IDWD will verify that the applicant does not have any outstanding liabilities with the State of Indiana.
3. Complete the application upon approval of the pre-application.

Throughout the process, IDWD Business Consultants are available to assist you with the application and answer questions. If you cannot locate your Business Consultant, please call the TAG Hotline at 800-465-4616.

Applications will be reviewed twice a month on the 2nd and 4th Wednesday.

Innovating Indiana through the Training Acceleration Grant will put you on the right path to training your workers for the jobs of tomorrow.

WorkOne



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GUIDELINES

Objectives

All companies located in Indiana are eligible to apply for TAG. To qualify, a company must select and meet one of the following core objectives:

- ▶ 1. Increase personal income for Hoosier workers
 - ▶ 2. Promote small business growth
 - ▶ 3. Foster job retention and expansion
 - ▶ 4. Close skill gaps identified through WorkKeys© assessments
1. **Increase personal income for Hoosier workers:** To meet this objective, wage increases must be awarded upon completion of the training. Documentation of the wage increases must be submitted to IDWD.
 2. **Promote small business growth:** To be eligible for this objective, an employer must have 100 or less employees. To achieve this objective, the grantee must demonstrate how the grant has improved the growth or success of the company.
 3. **Foster job retention and expansion:** To meet this objective, an employer must demonstrate that training is necessary to retain jobs or support an expansion. Increasing efficiency, improving competitiveness, and facilitating the use of new technology are some examples of meeting this objective. The grantee is required to report on the results of this objective to IDWD within three months after the grant has closed.
 4. **Close skill gaps identified through WorkKeys© assessments:** To meet this objective, an employer must have a WorkKeys© profile on file with IDWD and have employees who have identified skill gaps through WorkKeys© assessments. Upon conclusion of the training, the grantee is required to submit pre and post training assessment scores to IDWD.

Please note: The outcomes of these objectives may affect future participation.

General Eligibility

- Only employees of Indiana employers are eligible for training.
- Training must result in a portable, industry-recognized credential.
- Seminars and general *Certificates of Completion* do not qualify as an outcome.
- Training or continuing education required by federal, state or industry guidelines is not covered. Training must give companies and their employees the skills to surpass their competitors. Examples are: *OSHA, FDA requirements, insurance adjusters, real estate licenses*.
- Municipalities, public utilities, governmental agencies and public educational institutions are not eligible.
- Projects must meet one of the core objectives of the Training Acceleration Grant program.
- Trainees must be full-time, incumbent workers who have passed their probationary period. Contract and temporary workers are not eligible.
- Employers must submit a pre-application to their regional IDWD Business Consultant prior to completing the TAG application. Pre-applications can be found on the TAG website: <http://www.in.gov/dwd/employers/tag.html> or by contacting your IDWD Business Consultant.

Training Providers

- Indiana training providers are preferred except in the following cases:
 1. An out-of-state training provider will be considered if the applicant can demonstrate that no Indiana vendor can provide the training.
 2. Geographic proximity to an out-of-state provider is more cost effective than using an Indiana provider.
- Special consideration is given to projects that use Ivy Tech State College.
- Internal or on-staff training providers are not eligible for training funds.

Budget Constraints

- Requests should be limited to an average of \$3,500 per employee per year or \$7,000 over a two-year period.
- Training costs should be competitive.
- Requests in excess of \$200,000 must demonstrate need and petition for special consideration.
- Eligible grant expenditures include tuition, contract services, books, lab fees, and one-time exam fees.
- Ineligible grant expenditures include supplies, equipment, travel, wages and benefits, and fees for rental of space secured for training purposes. However, these ineligible grant expenditures may be used as matching funds.
- Approved expenditures will be reimbursed upon receipt and approval of invoice and supporting documentation.
- DWD reserves the right to withhold final payment or 10% of grants funds until all reporting requirements have been met.

Match Requirements

- Matching funds are required, except for employers requesting funds for skill gap training.
- Matching funds may be cash or in-kind.
- Companies with more than 100 employees must provide a 1:1 match.
- The match required for employers with employment of 100 or less is based upon the following sliding scale:

Chart 1: Match guidelines for small businesses

Number of Employees	Required % of Match
1-10	10
11- 20	20
21- 30	30
31- 40	40
41- 50	50
51- 100	75

- The grantee must provide and account for the matching funds as agreed upon in the approved application and budget.
 1. Cash match for participant wages or benefits are limited to wages and benefits earned while in training.
 2. Grantee must retain copies of documents and training records to substantiate matching wages and benefits.
 3. Match, other than wages and benefits, will be defined as program operating costs.
 - a. The value of program operating costs will be determined in accordance with grantee written policies and procedures.
 - b. In the absence of such policies and procedures, the value will be determined in accordance with state policies regarding such items (i.e. mileage, travel cost, and sustenance).
 4. In-kind contributions must be verifiable from grantee records and must be linked to the training approved in the grant.

Consortiums

Consortiums are collaborations typically among small to medium-sized firms, regionally located, that coordinate training activities. The award is made to an administrator and the participating employers are sub-grantees.

To procure administrative fees, a consortium must meet the following:

- Minimum participation of 3 companies.
- For consortiums of small businesses, the match requirement will be based upon the average size of all the companies included in the project.
- Grant administrator and training provider must be separate entities.
- Administrative fees cannot exceed 10% of the approved grant expenditures. The number of trainees, the number of training providers, and the complexity of the overall project will also be taken under advisement when determining approval for administration fees.

- A request in excess of 10% may be considered if special circumstances can be substantiated.
- Administrative fees are based solely on those expenditures being funded by the grant. Match costs cannot be used when calculating an administrative fee.
- Training offered through consortium grants must be germane. All companies in the consortium must be in related fields or seeking training within the same field.
 - **Acceptable:** Companies from multiple fields seeking computer certifications.
 - **Not Acceptable:** A hospital training nurses, a manufacturer seeking welding certifications, and a small business wanting computer training.

What if my application is denied?

All applicants are encouraged to re-apply for training funds in the event their application is denied. The IDWD Business Consultants are available to review the guidelines and the evaluation check list with you, discuss the reasons the application was denied, and assist in revising it. The revised application will undergo the same review as the original application.

<http://www.in.gov/dwd/employers/tag.html>

TAG Hotline: 800-465-4616.